

COUNTY OF KAUAI  
Minutes of Meeting  
**OPEN SESSION**

Board/Committee:		Kaua‘i Fire Commission	Meeting Date	August 1, 2016
Location	Mo`ikeha Building – Meeting Room 2A/B		Start of Meeting: 2:04 p.m.	End of Meeting: 3:02 p.m.
Present	Chair Thomas Nizo; Vice-Chair Mari Yokoi; Members: Harold (Dan) Brown, Chad Pacheco, Clifton (Jimmy) Miranda (Arrived at 2:07 p.m.) and Michael Martinez (Arrived at 2:24 p.m.) Also present: Board & Commissions Office Staff: Support Clerk Mercedes Omo, Administrator Jay Furfaro; Fire Department: Fire Chief Robert Westerman and Chief’s Secretary Eve Domingcil; Office of the County Attorney: Deputy County Attorney Teresa Tumbaga			
Excused				
Absent				
SUBJECT		DISCUSSION		ACTION
Call To Order				Chair Nizo called the meeting to order at 2:04 p.m. with four (4) Commissioners present constituting a quorum.
Approval of Minutes		Regular Open Session Minutes of June 6, 2016. Regular Executive Session Minutes of June 6, 2016.  Chair Nizo asked if there were any questions or corrections to the regular session minutes of June 6, 2016.  Commissioner Brown requested that clarification needs to made on Page five (5) of the Open Session minutes pertaining to item KFC 2016-02. He meant to say that it would be advantageous for “all” of the Commissioners (including himself) to attend the conference and not just the younger Commissioners. With no further corrections, Chair Nizo called for a motion to approve the minutes as amended.  Chair Nizo asked if there were any corrections to the Executive Session minutes of June 6, 2016, and if so, he would need to take the item into Executive Session to		Commissioner Brown moved to approve the Open Session minutes of June 6, 2016 as amended. Commissioner Pacheco seconded the motion. Motion carried 4:0  Commissioner Pacheco moved to approve the Executive Session

SUBJECT	DISCUSSION	ACTION
	<p>make the corrections. Hearing none. Chair Nizo called for a motion to approve the Executive Session minutes as circulated.</p> <p>At 2:07 p.m. Commissioner Miranda entered the meeting.</p>	<p>minutes of June 6, 2016 as circulated. Commissioner Brown seconded the motion. Motion carried 5:0</p>
<p><b>Chief's Monthly Reports for May and June</b></p>	<ol style="list-style-type: none"> <li>1. Fire Commission Reports</li> <li>2. Fiscal Report</li> <li>3. Daily Flight Hours and Alarm Data</li> <li>4. Letters of Commendations</li> <li>5. Chief Announcements and Pertinent Updates</li> </ol> <p>Fire Chief Westerman gave an overview of his monthly reports; highlighting his meeting with the Kaua'i Police Department, Ocean Safety and the Department of Parks and Recreation to address the concerns at the Anahola Beach Park. The purpose of the meeting was to discuss how to get the Department of Hawaiian Homelands onboard to do the enforcement instead of relying on KPD and the Ocean Safety personnel. Other highlights include the ENVISIO presentation on strategic management planning, Fatherhood Council meeting and the E-Plan review meeting.</p> <p><u>Financial Report for May and June</u></p> <p>Chief Westerman reported as of May 31, 2016, the Department's actual expenditures totaled \$24,362,703.62 or 90.31%. Budgeted but not expended totaled \$365,432.05 or 1.35%. And as of June 30, 2016, the Department's actual expenditures totaled \$26,656,845.40 or 97.71%. Budgeted but not expended totaled \$625,807.60 or 2.29%.</p> <p>Commissioner Martinez asked is there a specific reason why the Department did not expend all of the money in the budget to which Chief Westerman replied that there are various reasons why there are unexpended funds leftover and one of those reasons has to do with when a person retires, the money allocated for that position, which includes overtime and related benefits, is unspent and will be reflected in the budget.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Another reason is the monies that are allocated for equipment and other goods are left unfilled but are rolled into the next fiscal year budget.</p> <p><u>Letters of Appreciation</u></p> <ul style="list-style-type: none"><li>• Wilcox Memorial Hospital wrote to thank the Kaua'i Fire Department for their involvement with the Keiki Bike and Safety Day.</li><li>• Dr. Monty Downs, President of the Kaua'i Lifeguard Association, wrote to thank Tim and Norma Sylwester for their monetary donation to the Kaua'i Lifeguard Association.</li><li>• Kalani Vierra, Operation Supervisor for the Ocean Safety Bureau, wrote to thank Tim and Norma Sylwester for their monetary donation to the Kaua'i Lifeguard Association.</li><li>• Copy of an article written by Jane Kinzer to the Garden Island Newspaper, thanking the Lifeguard at the Hanapēpē Salt Pond Beach Park for helping her get her car keys back from the individual who stole it.</li></ul> <p>Commissioner Brown stated it seems that majority of the calls are medical related, asking with the recent changes to some of the procedures, is the Department making an effort to retrain the EMT's (Emergency Medical Technicians), as well as the First Responders to re-acquaint them with skills previously learnt, as well as update them with new skills so that their skills stay sharp to which Fire Chief Westerman explained that the reason there weren't a lot of trainings done in the month of June is because all of the trainings and the overtime cost associated with the training were done earlier in the year.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Chair Nizo asked Chief Westerman what code governs the Fireworks Display Safety to which Fire Lieutenant Vaughn stated that he is unsure but he believes that the codes that govern the Fireworks Display is either NFPA (National Fire Protection Association) 1123 or NFPA 1124. With regard to the safety distance, it all depends on the size of the shell.</p> <p>With no further questions or comments, Chair Nizo called for a motion to receive the Chief’s monthly reports for the months of May and June.</p>	<p>Commissioner Miranda moved to receive the Chief’s Monthly Reports for the months of May and June. Commissioner Martinez seconded the motion. Motion carried 6:0</p>
<p><b>Business:</b>  <b>KFC 2016-01</b></p>	<p><u>Discussion on evaluating the Fire Chief based on criteria found in the Kaua‘i County Charter and the Kaua‘i County Fire Commission Rules of Administrative Practice and Procedure. (on-going)</u></p> <p>Deputy County Attorney Tumbaga stated that there is no new information to provide other than HR (Human Resource) is proposing its own evaluation form for all of the Department Heads and the appointing authorities to use to evaluate their respected Department Heads. She added that the fact that nothing has been confirmed, it’s really up to the Commission to decide whether it wants to create its own performance evaluation form or wait until HR releases their form.</p> <p>Commissioner Martinez stated that he recalls at a previous meeting, the Commission wanted to create its own evaluation form geared specifically to the duties and responsibilities of the Fire Chief, and because there were concerns about some of the questions listed on the form that didn’t relate to most of the stakeholders. In addition, the Commissioners also talked about wanting to create an evaluation form similar to what the Police Commission uses to evaluate the Police Chief rather than use the same generic form it has been using for the past evaluations.</p> <p>Commissioner Brown asked if it would be possible to get some suggestions from HR for review at the next meeting so when the Commission meets in October or</p>	

SUBJECT	DISCUSSION	ACTION
	<p>November, everyone should have an idea and then the Commission can move forward from there.</p> <p>Chair Nizo asked if HR is finished with tweaking their proposed evaluation form to which Staff replied that HR is still working on it although it may or may not be ready in time for Chief Westerman's evaluation which is due in January 2017. Staff added that according to HR, if the form is not readily available, the Commission can use the generic form or the new form it creates.</p> <p>Chair Nizo asked the Commissioners if they would like to continue the discussion on creating a new form which would include the Chief's goals and objectives, or stick with the same generic form if the form HR is proposing is not ready by the time the Commission needs to evaluate the Chief.</p> <p>Commissioner Martinez pointed out that the Chief's goals and objectives should be included in the Chief's evaluation for next year and not this year. He added that whatever decision the Commissioners make is fine with him and that he was just trying to push it forward to get it in gear with the Chief. He mentioned that because time is an issue, it would make no sense for the Commission to continue the discussion, especially if the evaluation form isn't ready by the time the Chief's evaluation rolls around.</p> <p>Chair Nizo stated that if the Commissioners want to adopt HR's form, he would call for the motion to which the Commissioners agreed.</p> <p>With no further discussion, Chair Nizo moved onto item KFC 2016-03.</p>	<p>Commissioner Miranda moved to adopt HR's new and current performance evaluation form and use it to evaluate the Fire Chief. Commissioner Martinez seconded the motion. Motion carried 6:0</p>

SUBJECT	DISCUSSION	ACTION
<b>KFC 2016-03</b>	<p><u>Discussion on Fire Chief Westerman's 2017 Goals and Objectives.</u></p> <p>Chief Westerman provided the Commissioners with a list of six (6) departmental goals that coincides with the Department's Strategic Plan goals and objectives. Chief Westerman stated in regard to the selection of goals and objectives, he would email an electronic copy of the Strategic Plan to each Commissioner that way they will have a chance to review the document in its entirety and present their suggestions at the next meeting, as well as on a yearly basis; starting with next year. He noted the fact that the year is already halfway through is irrelevant and if the Department doesn't reach a particular goal, that shouldn't be a factor. However, moving forward, he will inform the Commissioners ahead of time where they are in the process and whether or not the Department will be able to complete that particular goal within the year.</p> <p>Relative to the ENVISO, Chief Westerman stated that it's a software program that former Managing Director Nadine Nakamura brought into the County to help the Department track all of its goals and objectives in the Strategic Plan and measure its progress in real time. The program has bridged the communication gaps within the Department and as a result, they are all working as a team.</p> <p>Commissioner Martinez asked once the Commission decides on the goal and objectives it wants to focus on, will it be possible for the Commissioners to receive quarterly updates to which Chief Westerman replied absolutely and that he prefers to do it that way.</p> <p>Commissioner Brown asked if the MS is included in the Strategic Plan to which Chief Westerman replied yes, adding that there's a whole initiative based just on that part.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Relative to the initiatives in the Strategic Plan, Chair Nizo asked how much of a budgetary increase is the Department looking at, and how can the Commission help to ensure that the Department meets its budgetary needs. Chief Westerman stated that the cost for each initiative is identified in the Strategic Plan and the person assigned to that particular initiative is responsible for completing the task. He added that some of the initiatives have already been budgeted for and some is just a matter of moving money from one place to another.</p> <p>Chair Nizo stated that he would like to get a report on the year's running so he can see how much more money is needed (if any) to complete the goal or at least bring it up to a certain percentage level to which Chief Westerman replied, if there's a dollar cost attached to a goal, he will create a report.</p> <p>Chair Nizo stated that as a recap of today's discussion on the Chief's 2017 Goals and Objectives, each Commissioner will have to review the electronic copy of the Department's Strategic Plan and bring their suggestions to the next meeting for continued discussion. And once the Commissioners selects at least five or more goals they would like Chief Westerman to focus on, it will be included in the Chief's 2017 evaluation.</p> <p>With no further discussion, Chair Nizo moved onto the next agenda item.</p>	
<b>KFC 2016-04</b>	<p><u>General discussion on what steps are needed in order to increase efficiency in hiring a new Fire Chief in the future.</u></p> <p>Chief Westerman explained that from what he understands, the Fire Commission was never put to the task of having to hire a Fire Chief, so he felt it would be a good idea for the Commission to start looking into it in accordance to the Charter.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Chair Nizo asked if there is a current job description available to which Administrator Furfaro replied that the Office of Boards and Commissions would email a copy of the Fire Chief's job description to each Commissioner.</p> <p>Chair Nizo asked if it was possible to have a representative from the Department of Human Resources present at the next meeting to provide the Commissioners with specific details on how the selection and hiring process is carried out. Staff acknowledged the Chair's request and would make the necessary arrangements.</p> <p>Commissioner Martinez stated that with the anticipation of having to hire a new Fire Chief, perhaps the Commission should consider meeting twice a month instead of just once a month so that things can move along a little faster. Staff suggested the possibility of forming a subcommittee.</p> <p>With no further discussion, Chair Nizo moved on to the announcements.</p>	
<b>Announcements</b>	Next meeting- Wednesday, September 7, 2016, 2:00 p.m. at the Mo`ikeha Building, Meeting Room 2A/2B.	
<b>Adjournment</b>	Chair Nizo called for a motion to adjourn the meeting.	<p>Commissioner Miranda moved to adjourn the meeting. Vice Chair Yokoi seconded the motion. Motion carried 6:0</p> <p>At 3:02 p.m. the meeting adjourned.</p>

Submitted by: \_\_\_\_\_  
Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: \_\_\_\_\_  
Thomas Nizo, Chair

☒ Approved as circulated on September 7, 2016  
☐ Approved as amended. See minutes of \_\_\_\_\_ meeting.